



John Elias Baldacci
Governor

Maine Department of Health and Human Services

Office of MaineCare Services
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Brenda M. Harvey
Commissioner

J. Michael Hall
Director

October 12, 2006

To: The Superintendent of Schools, Business Managers and Special Education Directors

RE: Billing for School Based Rehabilitative Services

This letter is to advise you that all billings for school based rehabilitative services must be in compliance with the MaineCare Benefits Manual (MBM). A school administrative unit may only submit a claim when a student receives a MaineCare covered service during that month. Under MBM Chapter II, Section 104.08 it states "The recipient must be present and receive covered services within the month in order for the provider to be reimbursed a monthly rate."

Only those services described in Chapter II, Section 104.04 are considered covered services and each must be considered developmentally necessary by the Pupil Evaluation Team and specified in an authorized Individual Education Program (IEP).

We are also reminding you that your monthly billings to MaineCare must be supported with proper documentation. MBM Chapter II, Section 104.07-4 requires, at a minimum, a quarterly progress note that addresses the student's progress towards the goals in the IEP. And, under MBM Chapter I, Section 10.3-3 item K, the policy states that providers must document each service billed and that the record be consistent with the unit of service being billed. Since a unit of service for school based rehabilitative services is monthly, then a monthly notation of a covered service being delivered is required.

If you have any additional questions or concerns, please contact the Division of Customer Service, Provider Relations Unit at 1-800-321-5557 option 8.

Sincerely,

J. Michael Hall
Director
Office of MaineCare Services

Cc: Kirsten Figueroa, Deputy Commissioner of Finance
Norman Curtis, Director, Division of Customer Service
Steve Davis, Director, Division of Policy
Marc Ectean, Director, Division of Program Integrity